

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
JUNE 22, 2017**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Carrie Spear, Frank Tenney, Fritz Tegatz

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Jeff McDonald, Peter Joslin, Andrew Swayze (by phone), Joe Rheame, Daryl Benoit.

(NOTE: This meeting was a joint quarterly meeting with the Chairs and Vice Chairs of the Planning Commission and Zoning Board, staff of the Planning & Zoning Department, the Town Administrator, and members of the Selectboard; a quorum of the Selectboard attended, so it is being treated as a Selectboard meeting. An agenda for a Selectboard meeting was posted in advance in anticipation of a quorum of the Selectboard attending.)

**AGENDA ITEMS:**

- Expenses and revenues year-to-date
- Considerations of permit software purchase
- Digitalization of planning & zoning records
- Status of applications and appeals

**EXPENSES & REVENUES YEAR-TO-DATE**

Joe reviewed revenues and expenses for the Planning & Zoning Department. Revenues are about \$5,000 under budget

For expenses, it was noted that legal expenses are over budget. Selectboard members requested that for both the Planning & Zoning account and the Selectboard account, legal expenses be tracked in terms of the specific cases or categories of legal expense.

It was also noted that the wastewater permit application fees will not cover expenses (for the consultant). There was discussion about re-evaluating the wastewater permit fee structure.

**PERMIT SOFTWARE PURCHASE**

Joe provided quotes from four permit-tracking programs that he has researched. NEMRC now provides the ability to attach pdfs, which Planning & Zoning staff deemed a necessary component of a program. NEMRC is the lowest cost overall, including up-front and ongoing, since the Town already pays the monthly maintenance fee because of the other modules already used by the Town, such as general ledger, grand list, property tax collection, payroll, accounts payable, and Thompson's Point rent.

Fritz asked if the NEMRC permit tracking module interfaces with the tax module, i.e. what the Listers use? Joe will research.

Frank asked if there is any additional ongoing costs for NEMRC support? Joe said he believes there is only one fee, no matter how many modules the Town uses.

This will be put on the Selectboard's agenda for June 26—i.e. to purchase the NEMRC permit tracking program.

### **DIGITIZATION**

Joe indicated that before digitizing can begin, the Selectboard will need to adopt an archiving policy. Planning and Zoning staff will work on developing the policy, which had been started back in 2012. Joe has been in touch with the Secretary of State's office, and he has also reached out the Vermont League of Cities and Towns. It may be that, even though we're not required to keep old hard copy, we may want to do so—but we can still discard unnecessary materials, such as duplicates and minutes that have already been archived. Joe also described the plan that he will use approximately five hours per week to digitize planning & zoning records.

### **STATUS OF APPLICATIONS AND APPEALS**

Joe and Daryl reviewed the applications for which decisions are pending and those that have been scheduled. Joe and Dean described the status of the Edgewater hearing.

### **ADJOURNMENT**

**MOTION by Carrie, seconded by Frank, to adjourn the meeting.**

**VOTE: 4 ayes; motion carried.**

The meeting was adjourned at 11:00 a.m.

Minutes respectfully submitted, Dean Bloch.